



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

14 NOV 14 A9 03

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services - Hawaii Public Housing Authority (HPHA)
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

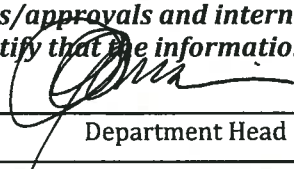
1. Date or period of Emergency: 6/7/2013	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. The tenant in a 3-bedroom unit at Noelani II (located on the Island of Hawaii) contacted the Asset Mangement Project (AMP) office to report that raw sewage was flooding the unit. The AMP manager and maintenance staff went to the unit to assess the situation.	
4. Vendor/Contractor/Service Provider Name: Belfor USA Group dba Belfor Property Restoration	5. Amount of Request: \$ 6,877.73
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Provide mitigation cleanup and structural drying. Raw sewage originating from the bathrom toliet spilled onto the bathroom, kitchen/dining room, hallways, and bedrooms (3). Services included cleanup using proper protective equipment, content isolation, removal nad disposal of porous materials such as carpet, pad, drywall, etc, proper waste water disposal, decontamination of remaining anti-porous materias, decontamination of equipment used in remediation, and structural drying.	
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted. The Asset Management Project office maintains a list of vendors that they can call for after-hour emergencies. They go through the list and work with the vendor who can respond to the emergency. Based on the nature of the emergency, the staff will work with the vendor that can respond to the emergency the soonest. No formal process is used to create the list but consist of vendors who are vendor compliant, willing to work with the State (HPHA) and/or have worked at the property in the past.	

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
Rick Sogawa	DHS/HPHA	832-6038	rick.t.sogawa@hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature

NOV 14 2014

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that immediate action was necessary to clean and decontaminate the tenant's apartment. The spillage and overflow of raw sewage from the tenant's toilet was a threat to public health and safety.

Pursuant to HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature



Date